

**CLERK-TREASURER
CITY OF WEST LAFAYETTE**

MEMORANDUM

TO: Board of Works

FROM: Clerk-Treasurer Judy Rhodes

SUBJECT Lien Notice Fee

DATE: July 27, 2011

A new legislative mandate effective July 1 requires the WWTU to send a certified, return receipt notice to property owners within 20 days of a bill being 60-day past due that a lien will be filed if the account is not paid. (IC 36-9-23-32(c)) The WWTU currently sends such notices to property owners or their designated agents by first class mail.

The law allows the utility to charge an administrative fee to cover the cost of this mailing. The mailing service charges \$4.88 for printing and mailing a signature confirmation notice. In addition, staff must enter a code on the master account to print the fee on the bill and then remove the code after the billing file is published.

The number of such notices is estimated to be at least 1,500 per year.

We request the Board of Works to set the administrative fee to \$7.00 to cover our direct mailing costs (\$4.88) and approximately \$2 for processing.

Cc: WWTU Director Dave Henderson